

## Female European Experience Personal Assistant-Interior Designer for Royal Palace

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Company: Apt Resources

Location: Abu Dhabi

Category: healthcare-practitioners-and-technical

Apt Resources is currently seeking a talented and experienced Female European Personal Assistant-Interior Designer to join the team at a prestigious Royal Palace in Abu Dhabi. As a Personal Assistant-Interior Designer, you will provide personalized secretarial and administrative support to the Royal Palace management, while also utilizing your interior design skills to assist with the design and decoration of the palace's interior spaces.

### **Responsibilities:**

Meeting the royal family members and knowing their preferences for redesigning.

Meeting with other architects or builders to discuss the needs of the Royal Family members.

Design layouts for different spaces that are beautifully pleasing.

Develop a guideline for color and texture combinations for the spaces.

Assess the look and feel of existing spaces.

Using design software (such as AutoCAD) to create models and visuals.

Researching and preparing plans, diagrams, or sketches for interior constructions, materials, finishes, lighting, and furnishing.

Selecting suppliers of materials.

Estimating costs and submitting quotes for approval.

Recommend the purchase of decorative non-inventory items.

Inspecting and supervising the work done to ensure that quality and safety standards are met.

Perform any other duties assigned by the manager.

Responsible for changing and redesigning rooms and other places in the palace as per Royal Family member's needs.

## **Requirements**

Degree/ Diploma in Interior Design

Experienced using drawing software like AUTOCAD

Minimum of 5 years of similar role experience

Good Communication in English and Arabic will be an advantage.

Must be creative

Sound knowledge & passion about Interior Design

Good in time management

Proven experience as a Personal Assistant, preferably in a high-profile or luxury setting

Background in interior design with expertise in space planning, materials selection, and custom furniture

Proficiency in AutoCAD, SketchUp, and other design software

Excellent organizational and multitasking skills

Ability to work independently and with a high level of discretion

Strong communication and interpersonal skills

Outstanding attention to detail

## Benefits

TBD

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